

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(8/08)

Description of Position	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">TITLE OF POSITION: <u>Principal Property Management Officer</u></td><td style="width: 50%;">CLASSIFICATION CODE: <u>02439500</u></td></tr> <tr> <td>SALARY RANGE: <u>132A/\$60,329-\$68,293 Annually</u></td><td>REFERENCE POSITION NO.: <u>1732-10500-TBA</u></td></tr> <tr> <td>Department or Agency Name: <u>Environmental Mgmt.</u></td><td>APPLICATION PERIOD: <u>10/11/11 to 10/18/11</u></td></tr> <tr> <td colspan="2">Division/Section/Unit: <u>Office of the Associate Director /Bureau of Natural Resources</u></td></tr> <tr> <td colspan="2">Assignment(s) / Comments: _____</td></tr> <tr> <td>Shift and Days: <u>Non-Standard</u></td><td>Job Location: <u>State Port Office /Galilee,South Kingstown</u></td></tr> <tr> <td colspan="2">Restrictions/Limitations: _____</td></tr> <tr> <td colspan="2">Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u> _____</td></tr> <tr> <td colspan="2">Name of Bargaining Unit Union: <u>Managerial</u></td></tr> <tr> <td colspan="2">There is* _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</td></tr> <tr> <td colspan="2">* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</td></tr> </table>	TITLE OF POSITION: <u>Principal Property Management Officer</u>	CLASSIFICATION CODE: <u>02439500</u>	SALARY RANGE: <u>132A/\$60,329-\$68,293 Annually</u>	REFERENCE POSITION NO.: <u>1732-10500-TBA</u>	Department or Agency Name: <u>Environmental Mgmt.</u>	APPLICATION PERIOD: <u>10/11/11 to 10/18/11</u>	Division/Section/Unit: <u>Office of the Associate Director /Bureau of Natural Resources</u>		Assignment(s) / Comments: _____		Shift and Days: <u>Non-Standard</u>	Job Location: <u>State Port Office /Galilee,South Kingstown</u>	Restrictions/Limitations: _____		Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u> _____		Name of Bargaining Unit Union: <u>Managerial</u>		There is* _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions		* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
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General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• The title of the position for which you are applying <li style="display: inline-block; width: 45%;">• Name of department where you are currently employed <li style="display: inline-block; width: 45%;">• Title of your present position and date you entered it <li style="display: inline-block; width: 45%;">• Your business telephone number <li style="display: inline-block; width: 45%;">• Date you entered State service <li style="display: inline-block; width: 45%;">• Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 																						
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>Under the direction of the Bureau of Natural Resources Associate Director,Responsible for the on-site administrative and operations management of all facilities comprising the commercial fishing ports of Galilee,Pt. Judith, and Pier 9 Newport,Pier 5 Jerusalem and Monahan's Dock Narragansett; manages the port for tenants and tourist information,operates fee parking facilities.Other duties include real estate management, facility repair andmaintenance, capital construction,project oversight,and direction and coordination between all DEM programrelated to coastal resources business; serves as liaison with local communities and industry representatives; and trelated duties and responsibilities.</p>																						
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Public Administration, Business Administration, Economics or a closely related field; and receipt of certificate in real estate from a college or university of recognized standing; and Experience: Such as may have been gained through: employment in a highly responsible property management position including space utilization studies, the projection of space requirements, the apportionment of space, and the negotiation and preparation of leases for real property. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>																						
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> RIDEM/DOT Human Resources Service Center 235 Promenade Street, Room 350 Providence, RI 02908 </td> <td style="width: 50%;"> Telephone #: <u>222-2774</u> Fax #: _____ TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf) </td> </tr> </table> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 20px;"> </div>	RIDEM/DOT Human Resources Service Center 235 Promenade Street, Room 350 Providence, RI 02908	Telephone #: <u>222-2774</u> Fax #: _____ TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)																				
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STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER